

AccessOnline

AccessOnline Training Guide

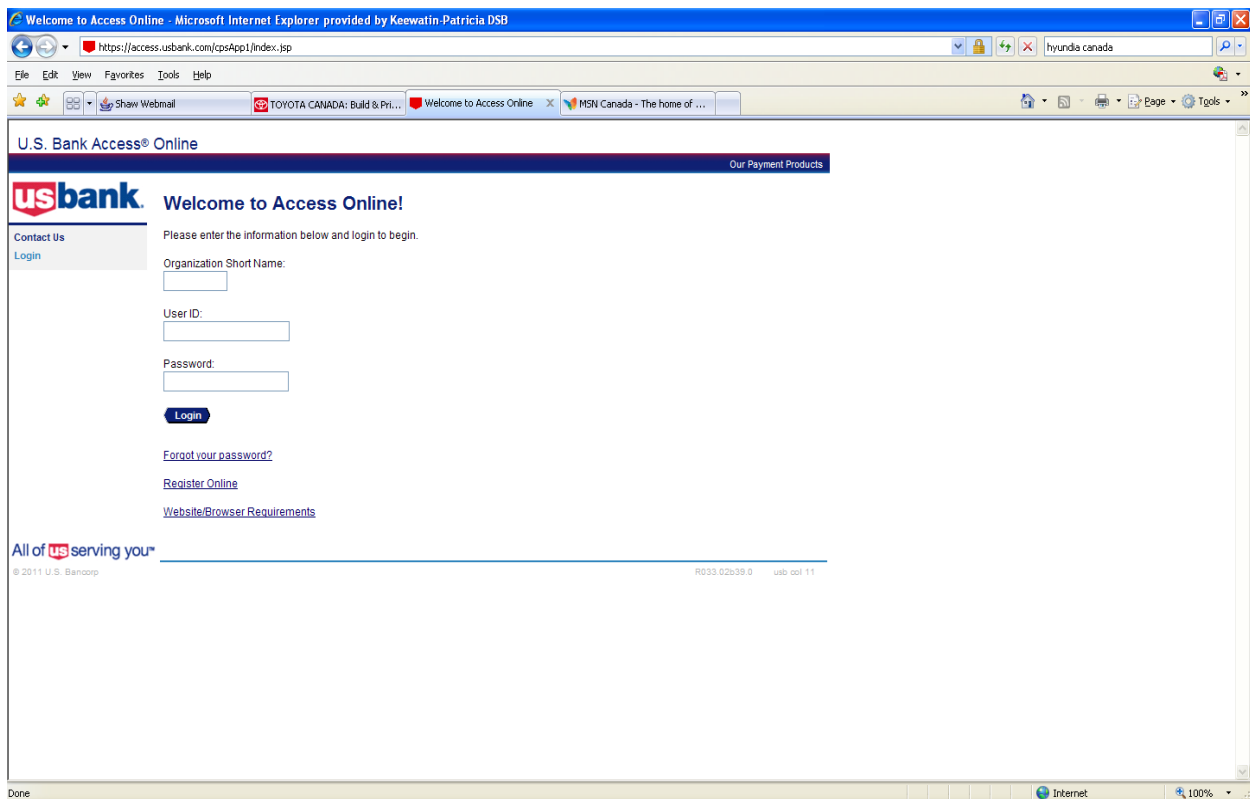
Arlene Szesztopalow, SCMP
Purchasing and Payables Officer
KPDSB – Kenora Ed Centre
807-468-5571 ext 253
January 6, 2011

PLEASE NOTE: In this new AccessOnline program, you cannot click the back arrow or you will be kicked out of the site.

Open your internet browser and type in the URL:

<https://access.usbank.com/cpsApp1/index.jsp>

Save this link as a favourite.




Enter the company information:

Organization Short Name: The Organization Short name is KPDSB

User ID: Your UserID is the same as it was. The only change is: if your User ID had six (6) characters only, ie. smitha, you now have a number 1 added to it, ie, smitha1. If you have any problems please contact Arlene Szesztopalow, Plan Administrator.

Password: When you first log on this site, your password is: usbank02. You will be prompted to answer an authentication question. The answer is fido

Personal | Business | Institution / Government | About U.S. Bancorp

**U.S. Bank Access® Online**

Contact Us
Login

Login

Forgot Password

Enter the response to your authentication question. If you need assistance, please contact your program administrator.

User ID: ch1purchase
Organization Short Name: acme69
Authentication Question: Pet's Name


Enter the response to your Authentication Question:

[Continue](#)

[<<Back to Login Page](#)

You now have to change your password.

Personal | Business | Institution / Government | About U.S. Bancorp

**U.S. Bank Access® Online**

Login

New Password

Please enter a new password between 8-20 alpha/numeric characters. Use a combination of letters and numbers easy for you to remember but not for others to guess.

User ID: Ch1purchase
Organization Short Name: ACME69

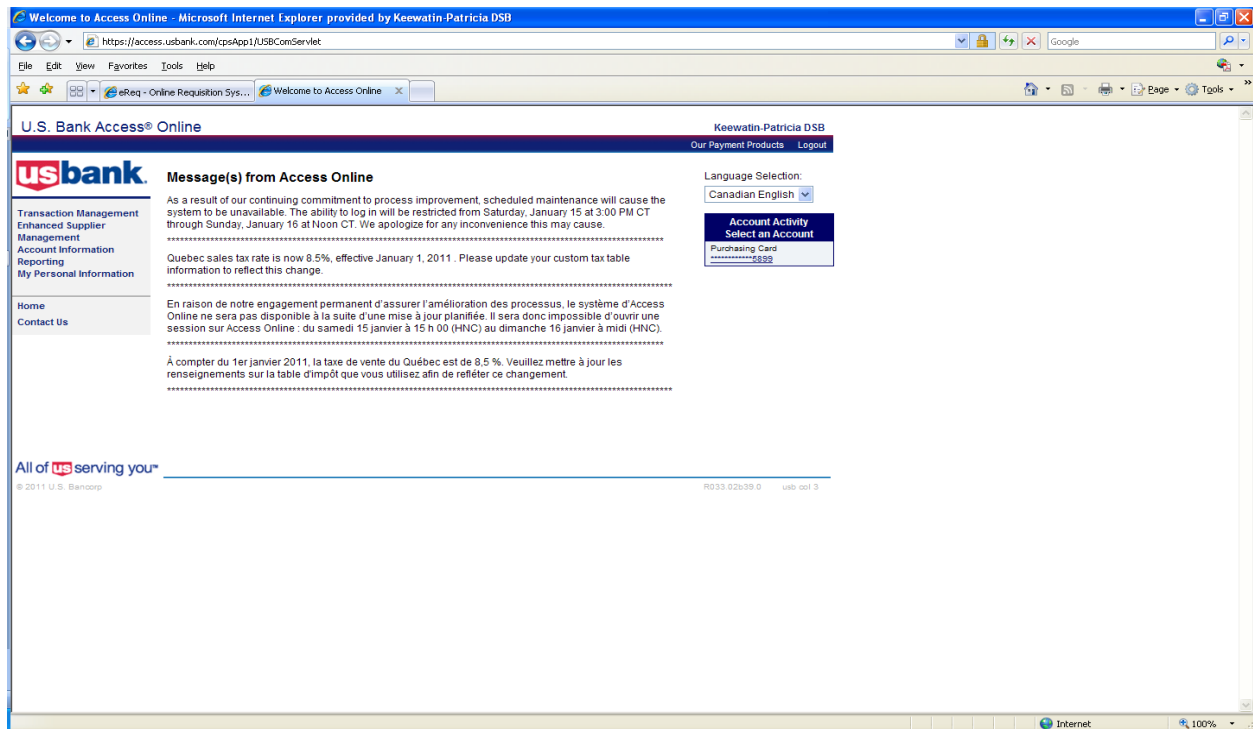
Enter New Password:

Re-enter New Password:

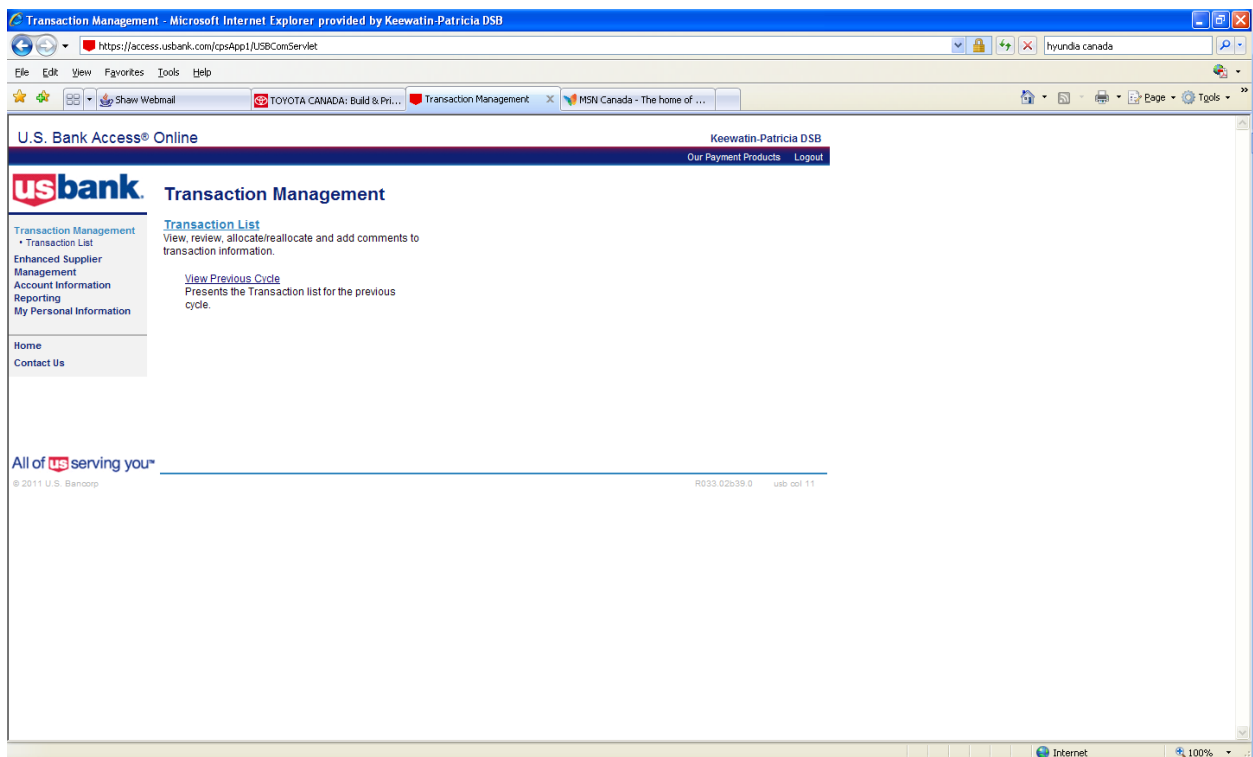
[Save](#)

[<<Back to Authentication](#)

After a successful login, you will see the following screen:



To reconcile your monthly charges, you click on **Transaction Management** on the left hand menu...



Then click on Transaction List.

If you are a viewer of other cardholders (Principals/Managers/etc) you will see the following screen. To reconcile your own or another cardholders charges, you must type the last name in the search box "Last Name" and click "Search":

The screenshot shows the 'U.S. Bank Access® Online' interface in a Microsoft Internet Explorer browser. The page title is 'Transaction Management - Account Search'. The main heading is 'Transaction Management Search and Select an Account'. On the left is a navigation menu with links like 'Request Status Queue', 'Active Work Queue', 'System Administration', 'Account Administration', 'Transaction Management', 'Account Information', 'Reporting', 'Data Exchange', 'My Personal Information', 'Home', and 'Contact Us'. The main content area is titled 'Cardholder Account Search' and contains instructions: 'Search for an account by Cardholder Account Number, Name, or Social Security Number. You can also find a cardholder account by first Searching for a Managing Account.' Below this are input fields for 'Account Number', 'Last Name', 'First Name', and 'Social Security Number', with 'OR' indicators between them. A 'Search' button is at the bottom of the form. The footer includes 'All of us serving you™', '© 2011 U.S. Bancorp', 'R033.02b39.0', and 'usb col 3'.

If you are a single cardholder (most cardholders) you will see the following screen:

The screenshot shows the 'U.S. Bank Access® Online' interface in a Microsoft Internet Explorer browser. The page title is 'Card Account Summary with Transaction List - Microsoft Internet Explorer provided by Keewatin-Patricia DSB'. The main heading is 'Transaction Management Card Account Summary with Transaction List'. On the left is a navigation menu with links like 'Transaction Management', 'Transaction List', 'Enhanced Supplier Management', 'Account Information', 'Reporting', 'My Personal Information', 'Home', and 'Contact Us'. The main content area shows a 'Card Account Number' input field, a 'Trans List' link, and a 'Card Account Summary' section. Below this are input fields for 'Account Number', 'Account Name', and 'Billing Cycle Close Date' (set to 'Open'). There are 'Search' and 'Print Account Activity' buttons. Below the search section are expandable sections for 'Search Criteria' and 'Transaction List', each with a 'Return to top' link. At the bottom, there is a table header with columns: 'Select', 'Status', 'Trans Date', 'Posting Date', 'Merchant', 'City/State', 'Amount', 'Detail', 'Purchase ID', and 'Accounting Code'. A message below the table states: 'No transactions were found. Please change the search criteria and search again.' The footer includes 'All of us serving you™', '© 2011 U.S. Bancorp', 'R033.02b39.0', and 'usb col 3'.

You will now choose from the drop down box titled Billing Cycle Close Date. **Open** refers to interim charges since your last statement. You will choose the cycle date that is required to be reconciled and then click **Search**. You will see the following:

The screenshot shows the U.S. Bank Access Online interface. The main heading is "Transaction Management" with the sub-heading "Card Account Summary with Transaction List". The page includes a sidebar with navigation links: Transaction Management, Enhanced Supplier Management, Account Information, Reporting, and My Personal Information. The main content area displays the "Card Account Summary" for a specific account. It shows the Account Number, Account Name, and Billing Cycle Close Date (12/27/2010). Below this, there is a "Search Criteria" section and a "Transaction List" section. The Transaction List contains a table with columns: Select, Status, Trans Date, Posting Date, Merchant, City/State, Amount, Net Amount, National Tax, Regional Tax, Detail, Purchase ID, and Accounting Code. The table lists six transactions, with the first one highlighted. Below the table, there are links for "Check All Shown" and "Uncheck All Shown".

Select	Status	Trans Date	Posting Date	Merchant	City/State	Amount	Net Amount	National Tax	Regional Tax	Detail	Purchase ID	Accounting Code
<input type="checkbox"/>		12/06	12/07	WINNIPEG AIRPORT AUTH.	WINNIPEG, MB	\$45.00	\$40.69	\$1.35	\$2.96			33141000160001632
<input type="checkbox"/>		12/03	12/06	6814 SWISS CHALET	MISSISSAUGA, ON	\$15.31	\$13.84	\$0.46	\$1.01		000000000000000000	33141000160001632
<input type="checkbox"/>		12/04	12/06	HOLIDAY INN BURLINGTON	BURLINGTON, ON	\$288.46	\$260.79	\$8.68	\$18.99			33141000160001632
<input type="checkbox"/>		12/03	12/06	AIRWAYS TRANSIT SER.	DUNDAS, ON	\$73.00	\$65.99	\$2.20	\$4.81			33141000160001632
<input type="checkbox"/>		12/02	12/03	AIRWAYS TRANSIT SER.	DUNDAS, ON	\$85.00	\$76.84	\$2.56	\$5.60			33141000160001632
<input type="checkbox"/>		12/01	12/03	HOLIDAY INN #2248	BURLINGTON, ON	\$20.77	\$18.78	\$0.62	\$1.37			33141000160001632

To reconcile each charge separately and one at a time, check off the box in the "Select" column and click the **Reallocate** button.

This screenshot is identical to the one above but includes annotations. A box labeled "Check box" points to the first checkbox in the "Select" column of the Transaction List table. Another box labeled "Reallocate Button" points to the "Reallocate" button located at the bottom of the page, below the table. The "Reallocate" button is part of a group of buttons that also includes "Mass Reallocate" and "Change Review Status".

You will now see this screen. You can change the code, add your comments and create a split transaction if you need to do so. You can leave the code as your default, change only one segment, change the entire code or you can utilize the look-up function by clicking on the magnifying glass next to each segment of the code:

The screenshot shows the 'Reallocation Worksheet' interface in a Microsoft Internet Explorer browser. The page title is 'Online Keewatin-Patricia DSB'. The main heading is 'Transaction Management Reallocation Worksheet'. Below this, there is a 'Card Account Number' field and a 'Switch Accounts' link. A paragraph explains the process: 'Reallocate transactions by changing the accounting information to allocate the amount to a different cost center. To allocate to additional accounting codes, click the "Add Alloc" link. After modifying the allocations, click the "Save Allocations" button to save changes. Exclude transactions from the save by selecting "Remove Transaction(s)" checkboxes and optionally clicking the "Remove Transaction(s)" button. * = required'.

The main table has the following columns: Remove Trans, Trans Date, Merchant, National Tax, Regional Tax, Amount, Alloc %, Accounting Code, Segment Name (Length), OBJECT (s), PANEL/PROGRAM (s), LOCATION (s), and Favorite. The first row shows a transaction for 'WINNIPEG AIRPORT AUTH.' with a National Tax of \$1.35, Regional Tax of \$2.96, and Amount of \$45.00. The 'Alloc %' is 100.00%. The 'Accounting Code' is 63, and the 'Segment Name' is 41000. The 'OBJECT (s)' is 6000, and the 'PANEL/PROGRAM (s)' is 632. The 'LOCATION (s)' is 632. The 'Favorite' column has a link 'Add as Favorite'.

Annotations with arrows point to specific fields:

- 'Add Split Transaction' points to the 'Add Alloc' link.
- 'Insert Comment' points to the 'Allocation Comment' text area.
- 'Change Coding' points to the 'OBJECT (s)' field.

At the bottom, there are buttons for 'Remove Trans' and 'Save Allocations', and a link for '<< Back to Transaction List'.

When you have completed entry on this screen, click the **Save Allocations** button. Then Click the "Back to Transaction List". **You cannot click the back arrow or you will be kicked out of the site.**

After you assign the correct GL code and insert your description of the purchase and save the allocations, you must click on the "Check All Shown" and then "Change Review Status". By completing this step you will have "reviewed" all of your transactions.

We will walk through the steps to split a transaction:

Check the appropriate box in the Select column and click “Reallocate”

Card Account Summary with Transaction List - Microsoft Internet Explorer provided by Keewatin-Patricia DSB

Transaction Management
Transaction List
Enhanced Supplier Management
Account Information
Reporting
My Personal Information

Home
Contact Us

Card Account Number: [Redacted]
Trans List

Card Account Summary

Account Number: [Redacted]
Account Name: [Redacted]
Billing Cycle Close Date: 12/27/2010 [Search] [Print Account Activity]

Open Account

Search Criteria [Return to top]

Transaction List [Return to top]

Records 1 - 6 of 6
Check All Shown | Uncheck All Shown

Select	Status	Trans Date	Posting Date	Merchant	City/State	Amount	Net Amount	National Tax	Regional Tax	Detail	Purchase ID	Accounting Code
<input checked="" type="checkbox"/>		12/06	12/07	WINNIPEG AIRPORT AUTH.	WINNIPEG, MB	\$45.00	\$40.69	\$1.35	\$2.96			33(41000)6000(632
<input type="checkbox"/>		12/03	12/06	6814 SWISS CHALET	MISSISSAUGA, ON	\$15.31	\$13.84	\$0.46	\$1.01		0000000000000000	33(41000)6000(632
<input type="checkbox"/>		12/04	12/06	HOLIDAY INN BURLINGTON	BURLINGTON, ON	\$288.46	\$260.79	\$8.68	\$18.99			33(41000)6000(632
<input type="checkbox"/>		12/03	12/06	AIRWAYS TRANSIT SER.	DUNDAS, ON	\$73.00	\$65.99	\$2.20	\$4.81			33(41000)6000(632
<input type="checkbox"/>		12/02	12/03	AIRWAYS TRANSIT SER.	DUNDAS, ON	\$85.00	\$76.84	\$2.56	\$5.60			33(41000)6000(632
<input type="checkbox"/>		12/01	12/03	HOLIDAY INN #2248	BURLINGTON, ON	\$20.77	\$18.78	\$0.62	\$1.37			33(41000)6000(632

Reviewed Disputed Reallocated Trans Detail Level

Check All Shown | Uncheck All Shown

Records 1 - 6 of 6

Reallocate Mass Reallocate Change Review Status

All of us serving you®
© 2011 U.S. Bancorp R033.02b/39.0 web col 3

You are brought to this screen. You will click on “Add Alloc”:

Reallocation Worksheet - Microsoft Internet Explorer provided by Keewatin-Patricia DSB

U.S. Bank Access® Online
Keewatin-Patricia DSB
Our Payment Products Logout

Transaction Management
Transaction List
Enhanced Supplier Management
Account Information
Reporting
My Personal Information

Home
Contact Us

Card Account Number: [Redacted] Switch Accounts

Reallocate transactions by changing the accounting information to allocate the amount to a different cost center. To allocate to additional accounting codes, click the “Add Alloc” link.

After modifying the allocations, click the “Save Allocations” button to save changes. Exclude transactions from the save by selecting “Remove Transaction(s)” checkboxes and optionally clicking the “Remove Transaction(s)” button.

* = required

Remove Trans	Trans Date	Merchant	National Tax	Regional Tax	Amount	Alloc %	Accounting Code - Segment Name (Length)	LOC
							FUNCTION (2) OBJECT (5) PANEL/PROGRAM (4)	
<input type="checkbox"/>	12/06/2010	WINNIPEG AIRPORT AUTH.	\$ 1.35	\$ 2.96	\$45.00	Add Alloc	33 - 41000 - 6000	6
Allocation Comment:			Allocation Amt:		\$ 45.00	or 100.00 %		
			Net Allocation Amt:		\$ 40.69			
			National Tax:		\$ 1.35			
			Regional Tax:		\$ 2.96			
			Amount Remaining		\$ 0.00	0.00 %		

Search

Remove Trans Save Allocations

<< Back to Transaction List

All of us serving you®
© 2011 U.S. Bancorp R033.02b/39.0 web col 3

The following screen appears:

U.S. Bank Access® Online

Transaction Management
Reallocation Worksheet

Card Account Number: [Redacted] [Switch Accounts](#)

Reallocate transactions by changing the accounting information to allocate the amount to a different cost center. To allocate to additional accounting codes, click the "Add Alloc" link.

After modifying the allocations, click the "Save Allocations" button to save changes. Exclude transactions from the save by selecting "Remove Transaction(s)" checkboxes and optionally clicking the "Remove Transaction(s)" button.

* = required

Remove Trans	Trans Date	Merchant	Remove Alloc	National Tax	Regional Tax	Amount	Alloc %	Accounting Code - Segment Name (Length)	FUNCTION (2)	OBJECT (6)	PANEL/PROGRAM (4)
<input type="checkbox"/>	12/06/2010	WINNIPEG AIRPORT AUTH.	<input type="checkbox"/>	\$ 1.35	\$ 2.96	\$45.00	Add Alloc				
				Allocation Amt:		\$ 45.00	or 100.00 %	33	41000	6000	
				Net Allocation Amt:		\$ 40.69					
				National Tax:		\$ 1.35					
				Regional Tax:		\$ 2.96					
			<input type="checkbox"/>	Allocation Amt:		\$ 0.00	or 0.00 %	33	41000	6000	
				Net Allocation Amt:		\$ 0.00					
				National Tax:		\$ 0.00					
				Regional Tax:		\$ 0.00					
				Amount Remaining		\$ 0.00	0.00 %				

Allocation Comment: [Text Area]

Allocation Comment: [Text Area]

Search

[Remove Trans](#) [Remove Allocation\(s\)](#) [Save Allocations](#)

[Back to Transaction List](#)

If you want to do a 50/50 split between two different codes, you will type 50 in the boxes shown. You will note that the Amount Remaining box should always be "0". You simply type in the correct codes and click "Save Allocations". To return to the transaction summary screen, click "Back to Transaction List"

U.S. Bank Access® Online

Transaction Management
Reallocation Worksheet

Card Account Number: [Redacted] [Switch Accounts](#)

Reallocate transactions by changing the accounting information to allocate the amount to a different cost center. To allocate to additional accounting codes, click the "Add Alloc" link.

After modifying the allocations, click the "Save Allocations" button to save changes. Exclude transactions from the save by selecting "Remove Transaction(s)" checkboxes and optionally clicking the "Remove Transaction(s)" button.

* = required

Remove Trans	Trans Date	Merchant	Remove Alloc	National Tax	Regional Tax	Amount	Alloc %	Accounting Code - Segment Name (Length)	FUNCTION (2)	OBJECT (6)	PANEL/PROGRAM (4)
<input type="checkbox"/>	12/06/2010	WINNIPEG AIRPORT AUTH.	<input type="checkbox"/>	\$ 1.35	\$ 2.96	\$45.00	Add Alloc				
				Allocation Amt:		\$ 22.50	or 50.00 %	33	41000	6000	
				Net Allocation Amt:		\$ 20.34					
				National Tax:		\$ 0.68					
				Regional Tax:		\$ 1.48					
			<input type="checkbox"/>	Allocation Amt:		\$ 22.50	or 50.00 %	33	41000	6000	
				Net Allocation Amt:		\$ 20.34					
				National Tax:		\$ 0.67					
				Regional Tax:		\$ 1.48					
				Amount Remaining		\$ 0.00	0.00 %				

Allocation Comment: [Text Area]

Allocation Comment: [Text Area]

Search

[Remove Trans](#) [Remove Allocation\(s\)](#) [Save Allocations](#)

[Back to Transaction List](#)

All of us serving you®

© 2011 U.S. Bancorp R033 02039 0 web tool 3

You must now print and sign the Account Activity sheet:

Click "Print Account Activity"

Card Account Summary with Transaction List - Microsoft Internet Explorer provided by Keewatin-Patricia DSB

https://access.usbank.com/cpsApp1/USBConServlet

U.S. Bank Access® Online

Keewatin-Patricia DSB
Our Payment Products Logout

Transaction Management
Card Account Summary with Transaction List

Transaction Management
Transaction List
Enhanced Supplier Management
Account Information Reporting
My Personal Information

Home
Contact Us

Card Account Number: [REDACTED]
Trans List

Card Account Summary

Account Number: [REDACTED]
Account Name: [REDACTED]
Billing Cycle Close Date: 12/27/2010 [Search](#) [Print Account Activity](#)

[Open Account](#)

[Search Criteria](#) [Return to top](#)

Transaction List [Return to top](#)

Records 1 - 6 of 6
[Check All Shown](#) [Uncheck All Shown](#)

Select	Status	Trans Date	Posting Date	Merchant	City/State	Amount	Net Amount	National Tax	Regional Tax	Detail	Purchase ID	Accounting Code
<input type="checkbox"/>		12/06	12/07	WINNIPEG AIRPORT AUTH.	WINNIPEG, MB	\$45.00	\$40.69	\$1.35	\$2.96			33141000160001632
<input type="checkbox"/>		12/03	12/06	6814 SWISS CHALET	MISSISSAUGA, ON	\$15.31	\$13.84	\$0.46	\$1.01		000000000000000000	33141000160001632
<input type="checkbox"/>		12/04	12/06	HOLIDAY INN BURLINGTON	BURLINGTON, ON	\$288.46	\$260.79	\$8.68	\$18.99			33141000160001632
<input type="checkbox"/>		12/03	12/06	AIRWAYS TRANSIT SER.	DUNDAS, ON	\$73.00	\$65.99	\$2.20	\$4.81			33141000160001632
<input type="checkbox"/>		12/02	12/03	AIRWAYS TRANSIT SER.	DUNDAS, ON	\$85.00	\$76.84	\$2.56	\$5.60			33141000160001632
<input type="checkbox"/>		12/01	12/03	HOLIDAY INN #2248	BURLINGTON, ON	\$20.77	\$18.78	\$0.62	\$1.37			33141000160001632

[Check All Shown](#) [Uncheck All Shown](#)

Records 1 - 6 of 6

The following report appears. Please print and attach your receipts to this report. Please sign this, have your supervisor sign it and fax it to the Kenora Ed Centre to the attention of Arlene Szesztopalow, Plan Administrator.

https://access.usbank.com/ - WebFOCUS Report - Microsoft Internet Explorer provided by Keewatin-Patricia DSB

Cardholder Activity

Name: [REDACTED] Account Number: [REDACTED] Cycle End Date: 12/27/2010

Trans Date Posting Date	Merchant Name City, State/Prov	Transaction Total	National Allocation Amounts	Regional	Source Currency Accounting Code	Currency Amount Allocation Comment
12/01/2010 12/03/2010	HOLIDAY INN #2048 BURLINGTON, ON	\$20.77 \$20.77	\$0.62 \$0.62	\$1.37 \$1.37	CAD 33141000160001632	20.77
12/02/2010 12/03/2010	AIRWAYS TRANSIT SER. DUNDAS, ON	\$85.00 \$85.00	\$2.56 \$2.56	\$5.60 \$5.60	CAD 33141000160001632	85.00
12/03/2010 12/06/2010	AIRWAYS TRANSIT SER. DUNDAS, ON	\$73.00 \$73.00	\$2.20 \$2.20	\$4.81 \$4.81	CAD 33141000160001632	73.00
12/03/2010 12/06/2010	6814 SWISS CHALET MISSISSAUGA, ON	\$15.31 \$15.31	\$0.46 \$0.46	\$1.01 \$1.01	CAD 33141000160001632	15.31
12/04/2010 12/06/2010	HOLIDAY INN BURLINGTON BURLINGTON, ON	\$288.46 \$288.46	\$8.68 \$8.68	\$18.99 \$18.99	CAD 33141000160001632	288.46
12/06/2010 12/07/2010	WINNIPEG AIRPORT AUTH. WINNIPEG, MB	\$45.00 \$45.00	\$1.35 \$1.35	\$2.96 \$2.96	CAD 33141000160001632	45.00

Activity Totals: \$527.54 Purchases: \$527.54 Payments: \$0.00 National Taxes: \$15.67 Regional Taxes: \$24.74

Cardholder Name: _____ Signature: _____
Supervisor Name: _____ Signature: _____

Page 1 of 1